



**MOUNTAINS RECREATION & CONSERVATION AUTHORITY**  
Franklin Canyon Park  
2600 Franklin Canyon Drive  
Beverly Hills, California 90210  
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## **VOLUNTEER NATURALIST POSITION**

### **INTRODUCTION**

Volunteer Naturalists may conduct guided programs for school groups and the general public, assist at MRCA special events, operate park nature centers and information booths, and/or rove trails. These duties may be performed at MRCA parks and at off-site locations. Volunteer programs are based on ecology, the cultural and natural history of MRCA parks, and the flora and fauna of the Santa Monica Mountains.

### **MAJOR DUTIES/RESPONSIBILITIES**

- Organize and lead existing school programs in an age appropriate and engaging fashion for school groups
- Develop and conduct guided walks and/or oral presentations on the natural and cultural history the Santa Monica Mountains for the general public or school groups
- Provide accurate visitor information on MRCA parks and programs
- Respond to inquiries from the public and explain park rules and regulations
- Assist MRCA staff at MRCA programs and special events at agency parks or off-site locations
- Patrol park trails providing information and guidance for visitors
- Assist with field trips to special events or locations
- Operate agency nature center or information booth providing trip planning, park information, handling merchandise sales, and cash handling
- Handle and report emergency incidents according to agency guidelines and with complete, clear, and concise information
- Maintain accurate volunteer records including personal information, time sheets, and contact statistics
- Volunteers are under the direct supervision of MRCA staff and must maintain open and positive communication with their fellow volunteers and the volunteer supervisor
- Conduct public and school programs according to agency safety guidelines.

### **KNOWLEDGE/SKILLS**

- General familiarity with MRCA parks, trails, and facilities
- Basic knowledge of park operations, procedures and practices as they relate to park interpretation
- General knowledge of natural and cultural resources
- Understand the basic principles of interpretation and environmental education
- Skill in verbal and written communication, including the ability to speak and read English
- Basic Understanding in safe work habits

## **TRAINING/GUIDELINES**

### Training

- Basic resource training is provided by MRCA staff and through MRCA programs, including an overview of partner agencies and agency safety standards
- Enrichment training is conducted by MRCA staff and agency partners, and through personal research
- Training can be held at MRCA parks or off-site locations
- MRCA provides free CPR and First Aid training and certification
- All volunteers are required to be TB tested and finger printed before active service

### Guidelines

#### Service

- A minimum of 8 hours per month or as arranged with the volunteer coordinator
- Maintain accurate records of your program(s) and volunteer hours
- Volunteers are encouraged to complete two enrichment trainings a year
- Maintain current agency and park information via the volunteer newsletter and other agency correspondence
- Do not feed the animals
- No picking of flowers, leaves, plants (at any time)
- No collection of natural or cultural items or artifacts
- Adherence to all park rules and regulations

#### Uniforms

- Volunteers must wear MRCA provided uniform and nametag
- Volunteer uniform is to be worn clean, in good repair, and only while conducting agency business
- Volunteers are not permitted to wear any external buttons, pins, or other decorative items on volunteer uniform

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Climate varies from hot dry summers to cold wet winters
- Uneven and sometimes strenuous trail conditions for hiking
- May require standing for long periods